

Suggested Order of Classes (Please take in any order)

www.prolib.org → Classes and Events → Technology & Computer Classes

New to the Computer?

Take these Classes first

Beginners start here...

Computer Basics 1 (Mouse & Keyboard)
Computer Basics 2 (Windows Fundamentals)

Microsoft Word 1 (Word Processing)
Microsoft Word 2 (Page Setup & Tables)

Internet Basics 1 (Learn to use the web)
Internet Basics 2 (Google & Searching)

Medium User?

Take only when you feel comfortable using the computer

Microsoft Word 3 (More Word)
Microsoft Word 4 (Advanced Formatting)

Powerpoint 1 (Basics)
Powerpoint 2 (Clipart & Animation)

Microsoft Excel 1 (Basics)
Microsoft Excel 2 (Charts & Graphs)

Internet 3 (Your First email)
Internet 4 (More About email)

Online Safety Basics
Customizing your Computer

Advanced User

Take only when you feel very comfortable using the computer

PhotoShop (Basics)
PhotoShop (More)

Microsoft Excel 3 (Functions & Formulas)
Microsoft Excel 4 (Advanced Formatting)

eBay 1 (Buying Basics)
eBay 2 (Selling Basics)

Blogging (Online Journal)